

American Chemical Society
Division of Chemical Education
Travel Reimbursement Policy
(approved by ExComm Nov. 2021)

Introduction

The Division of Chemical Education, Inc. (“CHED”) will reimburse members of division governance for reasonable and necessary expenses incurred in connection with approved travel on its behalf. Members seeking reimbursement should

- submit only those expenses not to be reimbursed by another organization
- prioritize minimization of expenses by making travel arrangements in advance to avoid premium pricing

Travel expenses submitted for reimbursement that do not comply with this policy and the procedures below will not be reimbursed.

Authorization

Travel reimbursement is authorized only for members of CHED Executive Committee, Finance Committee, Board of Publication, Board of Trustees, National Meeting Program Co-Chairs, and individuals expressly invited to attend the Executive Committee meeting by the Division Chair.

Allowable Expenses

Allowable expenses (e.g., the number of nights’ lodging and per diem) vary according to the governance role of the member. Members should consult this [table on the CHED website](#) for travel guidelines specific to their role, *prior to incurring any travel costs* as it is the responsibility of the member to know what travel expenses are/are not reimbursable given their respective role in CHED. Reimbursable expenses may include, depending on the member’s role:

- Lodging (including hotel parking)
- Meals and Incidentals
- Travel to/from meeting (commercial airfare, mileage, train)
- Ground transportation
- Baggage fees
- Additional expenses (parking, tolls)
- Conference registration fees

Members must adhere to these policies in order to secure reimbursement:

- Lodging, meals, and incidentals will be reimbursed using the [federal per diem rates](#).
- Ground travel will be reimbursed using the [federal mileage rate](#) for a personal car.
- Air travel will be reimbursed only for coach/economy airfares. Business and first-class fares are not reimbursable.
- Each expense must be documented with an itemized receipt showing payment, including meals. Pre-paid travel expenses are not available.

Payment

Travelers must submit a Travel Reimbursement request and required receipts within 21 days of completing the trip using the [form on the CHED website](#).

- All payments to U.S. addresses will be sent by check from Chase Bank.
- Allow 2 weeks for reimbursements to be processed.